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Approved For Release 2005/08/24 : CIA-RDP2005B00939A000100060011-3
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25X1

MINUTES

DIVISION TRAINING OFFICERS MEETING 1 April 1955

CR *HR*
Anne as
Baw. - BP

ATTENDANCE:

25X1

STAT
JOB NO. FILE NO. DOC. NO. NO CHANGE
IN CLASS/ DECLASS/ CHANGED TO: TS SEC RET. JUST ZZ
NEXT REV DATE: REVIEWER: TYPE DOC. A3
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 PP Training Officer, and Acting 25X1
Training Officer SSA/DDS, were introduced.

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1. Admin Refresher. The Chairman read a memo addressed to the Chiefs of Admin of the Area Divisions from SSA/DDS urging that returnees be registered in the Admin Refresher course. OTR, commented that individuals should not be sent to the Admin Refresher course if they have had no previous administrative training. 25X1
2. Training of Admin Personnel. It was announced that plans are being considered whereby SSA/DDS will assume the responsibility of handling the routine and administrative details inherent in the training of DDS personnel in support of the Clandestine Services.
3. Long Term Schedule. The following summer schedule changes were approved.

*These
are official
only as of
6 April 7*

*Announcements
to come out.*

Admin Procedures - 6 June course changed to 23 May - 3 June 55.

BOC - August running to be suspended and next course to begin 5 September 55. If necessary, individuals can be enrolled in the July running of the DDI course.

Operations Support - 27 June course changed to 11 July - 5 August 55.

The question was raised as to whether or not there were any recommendations from the Divisions' point of view. It was mentioned that the overlapping of the CE, CWC, and ACE made the scheduling of some individuals difficult.

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It is planned that the Clerical Refresher course will be extended from 3 to 4 weeks on an experimental basis.

4. Induction Course. The 3-hour course to be offered by for 25X1 DD/P returnees, etc. will hereafter be known as the "Intelligence Mission and Organization Course (Review)." The Chairman, CSTC, will determine whether registration in this course for 003 and 004 serials can be scheduled through Central Processing. Division Training Officers are requested to review their needs for this course and report to the Chairman.

CIA Review
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5. Long Term Requirements. The deadline for submitting Long Term Requirements is Friday, 8 April 55.
6. Deadline for Training Requests. The deadline for submission of Training Requests to the Staff Training Offices for courses presented in Washington will be the second Friday prior to the beginning of a course.
7. Prerequisites for CS Review. There will now be no prerequisites for returnees individuals registering in the CS Review course. Careful screening will be necessary to ensure adequate registration. The CSR alone does not qualify for advanced and specialized training nor does taking the CSR negate an individual's requirement for CMT and CO.
8. Division Requirements for Seminar on PP Activities. The PP Training Officer requested that the Division Training Officers submit to him in two weeks specific subjects which they would like to have covered in a PP seminar. This should include Division targets, student targets, how the Division wants the subject presented, etc.
9. The question was raised as to whether or not an individual could take only the Communism element of the waiver test. The new test has been set up so that this will be possible. *upon approval of C/A+E*
10. [redacted] SSA/DDS, agreed to advise Division Admin Officers to cooperate with Training Officers in identifying returnees, EOD's, etc. for entry into training courses.

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